



Project Requirements Checklist*

due by

* (items listed may be forms to be turned in, meetings to hold or days to schedule)

August 2008

- CSHT Fax Back Form** by August 29th
SAT Fax Back Form by August 29th
Student Data Collection Fax Back Form by August 29th
Team Nutrition Enrollment by August 29th

September 2008

- School Enrollment Lists** by September 30th
CSHT Meeting #1 by September 30th
SAT Meeting #1 by September 30th
HSAT Fax Back Form by September 30th
EPEC Training for PE teachers September 18th

October 2008

- Team Rosters** by October 15th
CSHT Meeting #2 by October 31st
SAT Meeting #2 by October 31st
Student Data Collection Day (Benton Harbor, Ham., H.P., Pontiac) by October 31st
HSAT (assessment or update) by October 31st

November 2008

- Action Plan** by November 14th
Budget by November 14th
CSHT Meeting #3 by November 30th
SAT Meeting #3 by November 30th
Student Data Collection Day (Detroit) by November 30th

December 2008

- CMT Meeting #1** by December 15th
Progress Report #1 by December 15th
FSR #1 by December 15th
SAT Meeting #4 by December 31st

CSHT Meeting #4 by December 31st
Michigan Surgeon General Healthy School Environment Recognition Program (HSERP) application submission to be determined
Regional Youth Leadership Workshops..... to be determined

January 2009

CSHT Meeting #5 by January 31st
SAT Meeting #5 by January 31st
Regional Youth Leadership Workshops..... to be determined

February 2009

MI Model training (Tobacco module) to be determined
SAT Meeting #6 by February 28th
CSHT Meeting #6 by February 28th

March 2009

Site Visit by March 31st
SAT Meeting #7 by March 31st
CSHT Meeting #7 by March 31st
Youth Summit..... to be determined
Choices Conference/MAFHK/Team Nutrition Annual Meeting March 11-12

April 2009

SAT Meeting #8 by April 30th
CSHT Meeting #8 by April 30th
Youth Policy Conference to be determined

May 2009

CMT Meeting #2 by May 31st
SAT Meeting #9 by May 31st
CSHT Meeting #9 by May 31st
HSAT (update) by May 31st
Youth-led Community Presentations to be determined

June 2009

Progress Report #2 by June 15th
FSR #2 by June 15th

September 2009

Final Progress Report (if applicable)..... by September 15th
Final FSR (if applicable) by September 15th